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TO :

DATE: 22 May 1952

FROM :

SUBJECT: Weekly Report 15 - 22 May 1952

1. Some of the facts and figures concerning the two-week training program at [] follow:

- a. Total number in training
- b. Total class enrollments
- c. Breakdown of classes:

Geography
Typing I
Typing II
Shorthand I
Shorthand II
Punc. & Caps
Spelling
Office Prac. I
Office Prac. II

- d. This time there will be six hours of Orientation in the two-week period.

2. Some of the "cases" which have needed evaluation and decisions this week were the following:

- a. A fiscal clerk entering on duty in a week who is to take special training at the Treasury for half a day and can stay in our training program for only half a day.
- b. One GS-3 clerk typist in the training program who cannot keep up with the elementary typing class. She was recruited to do clerical work with some typing, but now feels most unhappy and inadequate.
- c. A clerk steno who is cleared and has been in training over two weeks but still does not meet the shorthand requirement. Despite the concern of her office over her postponed exit from the Pool, they have concurred in the need for her staying.

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3. Over [] registrations have come in for a two-hour course in Correspondence Manual at Alcott.

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4. This week we have again had two requests for basic shorthand instruction. Both were advised to get the early training on their own and come in to the Shorthand I class at Alcott as soon as possible.

5. A meeting arranged with [] of I Building Personnel to clarify present Pool procedures had to be cancelled because of [] illness. We hope to meet next week.

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